

National Life Project Move Instructions –

This document is intended to assist you in preparing for your upcoming office move. Please take the time to read the important information below. Proper preparation is the key to a hassle free move! The detailed move list (including names by phase) will be available on the project website <http://bgs.vermont.gov/FutureWorkspace> (scroll to bottom of page).

Everything should be boxed and ready to move when the movers arrive

Refer to departmental retention guidelines. Place confidential and customer sensitive information in shred containers.

Recycle or dispose of items no longer needed now (don't wait until move day). Don't forget the misc. paper clips, pens, push pins, hanging folders, etc. Nothing should be left behind - Box any unwanted offices supplies and leave un-labeled to be moved at a later date.

Empty all flipper door units, hanging files, bookcases, shelves and pencil drawers within your station before your move date. BGS will provide moving boxes. We will use the "greenbox" (photo below) for internal moves and corrugated boxes will also be provided. Empty and pack the contents of all workstation. Boxes will be handed out in advance of your move date. The boxes must be packed so that the top closes flat (so that they can be stacked and moved efficiently). Please stack heavier boxes first, and lighter boxes on top. The green boxes will need to be turned around quickly for use on the next phase move.

Personal Items

Remove all artwork, decorations, and memo's from your workstation tack boards and walls. Do not leave anything behind in your old work station. Take any personal items (plants, glass framed pictures, etc.) **home with you before the move** – they can be returned to your new workstation after you move in. Please also remove any liquid or perishable items (do not pack these). **Movers are not responsible for damage to or moving Personal items.**

Coordinator

Each department will be responsible for assigning a move coordinator to assist and direct movers and will need to be present on move day. **Once the seating plan has been approved – no changes to the plan will occur. If staff need to change workstations or modifications need to be made, a list will be created and these items will be resolved after the move.**

Moving labels

Labels will be distributed with the moving boxes (**Avery removable labels 3-1/3" x 4"**) (See sample label below). These labels are intended specifically for moves and can be removed from surfaces without leaving adhesive material on the surface and to keep labeling consistent. (Do not use your own labels, post-its, etc.). If you need additional moving labels contact move coordinator. The move coordinator will assign each person a move a number (that number corresponds to the plan and the workstation that the staff is moving into). The number (label) will go on all your boxes, belongings, and chair to be moved. Each moving box should receive a label on the end of the box. Some items in your existing work existing workstation may not fit into your new space. **Items not labeled will not be moved.** Your move number will be posted on your new workstation by Moving Contractor.

Computers + Phones . Label your phone, monitor(s), CPU, printers, and any other equipment. Your computer must be disconnected and packed for the move. Some departments may have their IT staff do this. Do not place the labels on the monitor screens (place on bottom, edge or box). Large Ziploc bags will be provided to put your keyboard, mouse and cords in – please remember to label this bag as well. The movers will move the computers and it will be reconnected by department IT staff.

Copiers

The department move coordinator is responsible for contacting the company that services your copier. The company may want to move the copier on their contract and/or prepare it to be moved by the movers.

Files

Vertical files can remain full, Lateral files need to be emptied and boxed. Boxed files should be labeled to go back into same drawer. Wrap file locks with tape to prevent accidental locking if key is missing.

Personal Trash Cans/Recycle Bins. All trash/recycle bins must be emptied, and tagged with a label. Do not throw away contents of your workstation in your personal trash cans (use large rolling bins designated for trash).

Task Chairs – label your task chair. The label is best attached to a hard surface (ex the arm of the chair) if attached to the fabric, the label may fall off.

Re-usable greenbox moving containers -



Sample Moving label

John Smith
2B73
Move Date (01/01/13)